



# USAID | GHANA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72064120R10002**

**ISSUANCE DATE:** January 22, 2020

**CLOSING DATE/TIME:** February 22, 2020

**SUBJECT: Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) – Development Assistance Specialist (Financial Systems Strengthening)**

*(Local Compensation Plan)*

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

R. Christopher Gomes  
**Supervisory Executive Officer**

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72064120R100002 (EXTERNAL)**
- 2. ISSUANCE DATE: January 22, 2020**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: February 22, 2020 at 12:00 midnight local time.**
- 4. POSITION TITLE: DEVELOPMENT ASSISTANCE SPECIALIST (FINANCIAL SYSTEMS STRENGTHENING) – ECONOMIC GROWTH OFFICE, USAID/GHANA.**
- 5. MARKET VALUE: GHC 155,467.00 – GHC 233,204.00** equivalent to **FSN-12** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of U.S. Embassy, Ghana.

Final compensation will be negotiated within the listed market value.

- 6. PERIOD OF PERFORMANCE:** Permanent position. However, position will be reviewed annually contingent on satisfactory performance, continued need for the services, and availability of funds.
- 7. PLACE OF PERFORMANCE: Accra, Ghana** with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Employment Authorization
- 9. STATEMENT OF DUTIES**

### **BASIC FUNCTION OF POSITION**

The USAID Development Assistance Specialist (Financial Systems Strengthening) supports, designs, and manages market development activities by improving the enabling environment for financial investment, and promoting functioning financial markets. The Specialist is the principal Office and Mission advisor for finance (including microfinance, commercial finance, and alternative sources of finance – such as equity and venture capital investments), increasing access to capital and credit, and risk-mitigation programs (i.e., loan guarantee programs and insurance). The Specialist leads Mission efforts to strengthen domestic resource mobilization, public financial management, and domestic accountability and transparency, in order to assist Government of Ghana (GoG) efforts to plan, finance, and manage its journey to self-reliance.

The Specialist serves as an advisor to the Mission Director/Deputy Mission Director, and the Mission Management Team, and to counterparts in the Embassy, the GoG, local leaders, the private sector, implementing partners (IPs), and other business professionals.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **a. Advisor on Private and Public Finance**

**(25%)**

The USAID Development Assistance Specialist (Financial Systems Strengthening) provides seasoned advice on finance, increasing access to capital and credit, and risk-mitigation programs to the Mission, including advising Mission staff and partners on developing programs and contracts for financial- and credit-related activities. The Specialist liaises with other Mission staff, trade professionals, and partners to ensure Mission finance programs are realistic, and follow USAID and USG regulations. The Specialist advises on strengthening domestic resource mobilization, public financial management, and domestic accountability and

transparency, in order to assist GoG efforts to plan, finance, and manage its journey to self-reliance. The Specialist analyzes opportunities and constraints, in order to increase access to finance and credit from domestic or international sources; closely follows current political, social, and economic trends in Ghana, and analyzes how these trends effect the development and implementation of Mission economic growth programs; and, prepares analytical reports on finance, microfinance, credit, and competitiveness within Ghana's political, economic, and social context. The Specialist keeps abreast of and analyzes current developments and forecasts in Ghana's public finances, including regulations, revenue-generating strategies, and public financial management, including preparing reports and briefings on interactions and meetings with Ghanaian policy experts, decision-makers, donors, and think tanks, and disseminating them throughout the Mission. The Specialist maintains close contact with GoG and private-sector actors active in finance, microfinance, credit, and in foreign or domestic investments; gathers published and raw data on finance and credit from a wide variety of sources both nationally and internationally; and, maintains up to date, accurate information on trends, opportunities, international businesses active in the financial sector in Ghana, and key players in international, regional, and national finance. The Specialist provides advice and counsel on Ghanaian economic policies, and on international financial agreements or conventions, providing analysis and proposing policy reforms to the Mission and partners, including effective means to promote policy changes.

**b. Management of Financial Sector and Credit Activities**

**(50%)**

The Specialist serves as COR/AOR, and/or Activity Manager for programs/projects/activities which promote access to finance and improve public finances, including monitoring and evaluating program and activity performance, and providing financial oversight of programs and managed activities. The Specialist provides technical guidance to contractors, grantees, and other IPs, within the scope of agreements, and accepts deliverables from contractors, grantees, and other implementing partners on behalf of the Mission. The Specialist identifies and facilitates access to finance and credit through contacts with local businesses, USG agencies, international organizations, entrepreneurs, and foreign embassies, and identifies and facilitates partnerships with financial institutions to increase market and trade opportunities in Ghana. The Specialist serves as liaison with donor groups focusing on financial services and domestic resource mobilization, preparing necessary documents, presenting the USAID and USG positions at meetings, and briefing Mission and Embassy management on issues and discussions. The Specialist maintains active dialogue with other donors, local organizations, think tanks, policy-makers, private sector stakeholders, and various GoG officials, on access to finance and public finances, building contacts to facilitate the dissemination of information, and coordination of activities. The Specialist works with Mission and interagency personnel and partners on finance and credit-specific policy reforms, and with public finance reforms, coordinating closely with USAID and other USG staff (especially around the Strategic Governance Initiative), donor organizations, high-level GoG officials, and the private sector. The Specialist contributes regular reporting requirements, such as field trip reports, quarterly accruals, procurement obligations and pipeline reviews, and quarterly financial reviews. The Specialist works closely with Monitoring and Evaluation Specialists and IPSs to develop results frameworks for contract and grant activities, and to track and evaluate results achievement; analyzes data and results needed to confirm their continuing validity; takes the lead in developing performance information for annual results reporting to USAID/Washington; and, analyzes program performance and recommends changes in strategic and/or implementation approaches, as required.

**c. Coordination with Partners, Donors, and the GoG**

**(25%)**

The Specialist maintains contact with USAID/Washington staff, especially the Africa Bureau, E3 Bureau, and the Bureau for Resilience and Food Security, to keep abreast of current developments and successful interventions; and, liaises with the Economic Office at the Department of State and with the Foreign Commercial Service in the Embassy, in order to maintain current knowledge of US strategic priorities, and to coordinate the USAID approach to improving access to credit and strengthening public finance. The Specialist responds to requests from partners, USAID/Washington, the GoG, and other donors on access to finance and

public finance strengthening programs, activities, and their results, providing representation for the Mission and USAID/USG at national and regional technical conferences on issues of access to credit and public finances. The Specialist actively cultivates and maintains professional relationships and partnerships with development partners, private-sector entities, and the GoG to promote access to finance and credit, to increase domestic or foreign investment, and to strengthen public finances. And, the Specialist develops and maintains an extensive range of contacts with representatives of the Ghanaian public and private sectors, donors, investors, and financial institutions.

## **POSITION ELEMENTS**

**a. Supervision Received:** The USAID Development Assistance Specialist (Financial Systems Strengthening) works under the very general supervision of the Chief of the USAID/Ghana Economic Growth Office, and the closer but general supervision of the Private Sector Team Leader. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of established goals, effectiveness in meeting USAID and host-country objectives, and integration with other initiatives in the Mission. Some technical direction may come from other professionals in the Mission, and/or directly from the Mission Director or Deputy Mission Director; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

**b. Supervision Exercised:** The Specialist has direct supervision of one subordinate CCN/FSN staff member. The Specialist may be required to act as Team Leader, in the absence or preoccupation of the Team Leader.

**c. Available Guidelines:** Available guidelines include USG program/project/activity guidance, rules, and requirements; USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); USAID Mandatory and Standard Provisions, and the FAR and AIDAR; the CDCS; and, the Country Operational Plan, and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.

**d. Exercise of Judgment:** Substantial judgment (discretion) is used daily in providing technical opinion and guidance to USG, USAID, and GoG counterparts and colleagues, to IPs, and in representing USAID in stakeholder forums. Management decisions over certain IPs are at the discretion of the Specialist. Independent judgment is required for developing, implementing, and managing assigned programs/projects/activities, for reporting, and for other assignments. Substantial judgment is required in analyzing and determining whether or not to recommend approval of proposed programs/projects/activities, in choosing among alternative proposals, and in evaluating data for reliability.

**e. Authority to Make Commitments:** The Specialist exercises the authority given to CORs/AORs and Activity Managers, and may make administrative arrangements consistent with ADS guidance and Mission and HPNO policy. The Specialist takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and superiors informed of activity and project status. Within the scope of the authority delegated, the Specialist may indicate to ranking counterpart officials that they will make a recommendation to USAID on a specific activity, issue, or problem. The Specialist has no independent authority to commit the USG to the expenditure of funds, but may negotiate ad referendum for the supervisors.

**f. Nature, Level and Purpose of Contacts:** The Specialist has a full range of contacts within the Mission, at all levels, and maintains contact with IPs implementing USAID-funded programs/projects/activities in the sector. Within the Embassy, contacts are with counterpart staffs, and with senior staff as needed. Host-government, Regional, local, and other contacts vary widely with the type of activity being implemented, and may be at any level – including Ministerial, Deputy Minister, etc. Frequent and substantive personal contacts with senior-level officials of the GoG, and with the private sector, are for purpose of explaining and defending

USAID policies, objectives, and procedures, and to transmit and interpret GoG, Regional, and private-sector attitudes and concerns to senior USAID officials. In addition, the Specialist provides technical assistance and guidance on programming, budgeting, and strategy development best practices to USG staff, and GoG and NGO partners.

g. Time Expected to Reach Full Performance Level: One year.

**10. AREA OF CONSIDERATION:** The position is open to Cooperative Country Nationals (an individual who is a Ghanaian citizen – or a non-Ghanaian citizen lawfully admitted for permanent residence in Ghana).

All applicants must provide proof of eligible citizenship in their application. Non-Ghanaian citizens must attach copies of their permanent residency permit to their application to be eligible for consideration. No relocation expenses are provided to the job location, Accra-Ghana. If transportation to Accra is required, it will be the employee's responsibility.

## **11. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov)

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

a. Education: The work requires successful completion of a US-style Master's Degree, or the host-country equivalent, in business administration, business management, economics, or other relevant field.

b. Prior Work Experience: Seven years of responsible, professional-level experience in a financial business, public finance, with a development partner, or closely related experience in a financial systems strengthening program, or some combination of the above is required. The work should have provided knowledge of Ghanaian financial laws, tax regulations, and public financial management systems.

c. Language Proficiency: Level IV English (fluent proficiency), both written and spoken, is required.

d. Job Knowledge: The Specialist must have a thorough knowledge of market development, and financial and credit principles; a thorough knowledge of public financial management, domestic resource mobilization, and domestic accountability and transparency; and, knowledge of banking and microfinance institutions operating practices, venture capital development, marketing and sales of financial and savings products, financial analysis, loan guarantees, and quality management is expected. The Specialist must have broad knowledge of current political, social, economic and strategic factors in Ghana; GoG economic and financial development policies; and, an excellent understanding of the complexity of the GoG organizational structure, bureaucracy, and the reform processes which are on-going. The Specialist must have an understanding of the resources, resource constraints, and overall development prospects and priorities of Ghana and the region; and, knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.

e. Skills and Abilities: The Specialist must have a good knowledge and demonstrated experience in program/project/activity design and development, and in strategic planning for results. The work requires a capacity for critical analysis of current access to finance and public finance issues, and initiative in carrying out assigned tasks. Strong interpersonal qualities are essential. The Specialist must be able to plan, organize, and execute complex business management and finance-related activities; prepares precise, accurate reports using

rigorous analytical and interpretive skills; prepares internal reporting documentation in English; and, establish and maintain professional and effective contacts with GoG counterparts, other donor technical staff, and IP Chiefs-of-Party and Points of Contact. A good familiarity with most applications in the Microsoft Office Suite is necessary for success in the position.

### **III. EVALUATION AND SELECTION FACTORS**

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

#### **1. SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

#### **2. EVALUATION FACTORS**

**a. Work Experience (35%):** Seven years of responsible, professional-level experience in a financial institution (like a commercial bank, development bank, savings and loan bank, or microfinance bank), public finance, with a development partner, closely related experience in a financial systems strengthening program, or some combination of the above is required. The work should have provided the applicant knowledge of Ghanaian banking regulations, finance laws, tax regulations, and public financial management systems.

**b. Language Proficiency (10%):** Level IV English (fluent proficiency), both written and spoken, is required.

**c. Job Knowledge (35%):** The Specialist must have a thorough knowledge of financial and credit principles; a thorough knowledge of public financial management, domestic resource mobilization, and domestic accountability and transparency; and knowledge of banking and microfinance institutions' operating, loan, and risk practices, venture capital development, marketing and sales of financial and savings products, financial analysis, loan guarantees, and quality management. The Specialist must have broad knowledge of current political, social, economic and strategic factors in Ghana; Ghanaian economic and financial development policies; and an excellent understanding of the complexity of the Government of Ghana's organizational structure, bureaucracy, and ongoing reform processes. The Specialist must have an understanding of the resources, resource constraints, and overall development prospects and priorities of Ghana and the region; and, knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to USAID programming policies, regulations, procedures, and documentation.

**d. Skills and Abilities (20%):** The Specialist must have a good knowledge and demonstrated experience in program, project, and activity design and development; and strategic planning for results. The work requires high capacity to critically analyze current access to finance and public finance issues, and the employee to exercise his or her initiative in carrying out assigned tasks. Strong interpersonal qualities are essential. The Specialist must be able to plan, organize, and execute complex business management and finance-related activities; prepare

precise, accurate reports using rigorous analytical and interpretive skills; prepare internal reporting documentation in English; and establish and maintain professional and effective contacts with GoG counterparts, other donor technical staff, and implementing partner Chiefs-of-Party and Points of Contact. A good familiarity with most applications in the Microsoft Office Suite is necessary for success in the position.

#### **IV. PRESENTING AN OFFER**

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. Signed U.S. government AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link:

<https://www.usaid.gov/forms/aid-309-2>

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 309-2 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

2. Cover letter and current resume or curriculum vitae (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses indicating how you meet the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s), and resident permit and/or work permit.

Interested Applicants must cite the solicitation number and position title within the subject line of the email.

Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered. Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 13**.

#### **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form
3. Finger Print Card (FD-258)

#### **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
  - Medical Insurance
  - Social Security Contribution
  - Local and American Holidays
  - Salary Advance (0% interest)
  - Annual Bonus
2. ALLOWANCES (as applicable):
  - Miscellaneous Benefits Allowance
  - Meals Allowance

Compensation is in accordance with AIDAR Appendix J and the Local Compensation Plan of U.S. Embassy, Ghana.

#### **VII. TAXES**

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

#### **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

END OF SOLICITATION